



Coursing – Credits – Hours for the related Subject Matter

It is ADDA's intent to provide a fair and equal opportunity to all institutions to meet the hourly instruction in all subject matters related to training and education in the design drafting trade. In order to accomplish this fairness ADDA works to assure future employers an understandable baseline of hands-on instruction in each subject area.

ADDA bases Curriculum Certification on minimum contact hours related to physical instruction, required lab time, practical exposure time and research required to complete each specific study area using the following formulas to convert.

Program Identification

Scholastic Any program which is a post-secondary educational facility.
Offers an Associate Degree or Higher to program completers
All completers must have a High School Diploma or GED

Technical Any program which is a secondary or post-secondary facility
Offers a Diploma or Certificate to program completers

ADDA does not adjust training requirements based on program identification. Curriculum at a specified level is certified based on content and the delivery of the required drawing and design courses, mathematics, technical subjects and general coursing related to the profession.

Scholastic Program Conversion Data

1 Semester Hour	=	75 Contact Hours
1 Trimester Hour	=	65 Contact Hours
1 Quarter Hour	=	50 Contact Hours
1 College Lab Hour	=	15 Contact Hours

Technical Program Conversion Data

1 Clock Hour High School Class	=	150 Max Contact Hours for entire year
1 High School Block Class	=	150 Contact Hours for 1 HS Semester Class

The application of the above formulas cannot alone serve as a basis for conclusion, but it does produce a figure which special consideration should be given with respect to quantity of content and additional academic level of courses when included in the curriculum. **Hours listed below must be converted to Clock Hours to obtain a useable baseline.**

Hour Type = Credit / Hours Course Identification – Enter one of the following

S=Semester T=Trimester Q=Quarter L= Lab Hour C=Clock Hours B=Block Hour

Course Hours converted to Clock Hours

Lab Hours per Course (Does not apply to High School and Some Post-Secondary Programs)

Outside Work and Special Projects does not include Lab or Homework

Homework Hours (Applies only to High Schools and Technical Post-Secondary Programs)

Total = Total Clock Hours of all Course Hours

Examples of Technical Program Analysis on the following page

Technical Program Example

Program Type **Technical** **Hour Type** High School Standard X High School Block ____
Post Secondary Semester____ Trimester____ Quarter ____
(High School Standard would indicate 1 course of 150 contact hours.)

Technical Drawing & Design – Related Coursing (including CAD)

Architectural Drafting I, II & III			
A Course Hours	450	B. Outside Hours	100
		C. Homework Hours	75
		Total	525

Machine Shop

A Course Hours 75	B. Outside Hours 0	C. Homework Hours 0	Total 75
--------------------------	---------------------------	----------------------------	-----------------

Continue with additional related coursing

Physical Sciences (Physics, Chemistry, Other Sciences)

Chemistry I & II (2 high school years)

A Course Hours 300	B. Outside Hours 0	C. Homework Hours 20	Total 320
---------------------------	---------------------------	-----------------------------	------------------

Physics I (1 high school year)

A Course Hours 150	B. Outside Hours 0	C. Homework Hours 50	Total 200
---------------------------	---------------------------	-----------------------------	------------------

Continue with additional related coursing

Technical Math (Algebra I, Algebra II, Trigonometry – Analytic Geometry – Calculus – etc.)

Algebra I

A Course Hours	75	B. Outside Hours	0	C. Homework Hours	20	Total	75
-----------------------	-----------	-------------------------	----------	--------------------------	-----------	--------------	-----------

Calculus

A Course Hours 75	B. Outside Hours 0	C. Homework Hours 20	Total 75
--------------------------	---------------------------	-----------------------------	-----------------

Continue with additional related coursing

Communications (English Composition, Report Writing, Speech, Technical Writing)

English I-IV, Literature, etc. (required general subjects do not apply)

Technical Writing

A Course Hours	150	B. Outside Hours	0	C. Homework Hours	50	Total	200
-----------------------	------------	-------------------------	----------	--------------------------	-----------	--------------	------------

Speech I

A Course Hours	150	B. Outside Hours	0	C. Homework Hours	0	Total	150
-----------------------	------------	-------------------------	----------	--------------------------	----------	--------------	------------

Continue with additional related coursing

Related General Coursing (Word-processing, Computer, Accounting, Business)

Accounting I

A Course Hours	150	B. Outside Hours	0	C. Homework Hours	75	Total	225
-----------------------	------------	-------------------------	----------	--------------------------	-----------	--------------	------------

Office Systems Technology I & II (includes Microsoft Office, PowerPoint, Excel)

A Course Hours	300	B. Outside Hours	50	C. Homework Hours	50	Total	400
-----------------------	------------	-------------------------	-----------	--------------------------	-----------	--------------	------------

Total Program Hours

(See Curriculum Instruction Pack Section II, Item 3 for required hours)



Program Type **Technical** Hour Type ---- High School Standard ☐ High School Block ☐
 Post Secondary Semester ☐ Trimester ☐ Quarter ☐
 (High School Standard would indicate 1 course of 150 contact hours.)

Technical Drawing & Design – Related Coursing (including CAD)

A Course Hours _____	B. Outside Hours _____	C. Homework Hours _____	Total _____
A Course Hours _____	B. Outside Hours _____	C. Homework Hours _____	Total _____
A Course Hours _____	B. Outside Hours _____	C. Homework Hours _____	Total _____
A Course Hours _____	B. Outside Hours _____	C. Homework Hours _____	Total _____
A Course Hours _____	B. Outside Hours _____	C. Homework Hours _____	Total _____
A Course Hours _____	B. Outside Hours _____	C. Homework Hours _____	Total _____
A Course Hours _____	B. Outside Hours _____	C. Homework Hours _____	Total _____
A Course Hours _____	B. Outside Hours _____	C. Homework Hours _____	Total _____

Continue with additional related coursing

Physical Sciences (Physics, Chemistry, Other Sciences)

A Course Hours _____	B. Outside Hours _____	C. Homework Hours _____	Total _____
A Course Hours _____	B. Outside Hours _____	C. Homework Hours _____	Total _____
A Course Hours _____	B. Outside Hours _____	C. Homework Hours _____	Total _____
A Course Hours _____	B. Outside Hours _____	C. Homework Hours _____	Total _____
A Course Hours _____	B. Outside Hours _____	C. Homework Hours _____	Total _____
A Course Hours _____	B. Outside Hours _____	C. Homework Hours _____	Total _____
A Course Hours _____	B. Outside Hours _____	C. Homework Hours _____	Total _____
A Course Hours _____	B. Outside Hours _____	C. Homework Hours _____	Total _____

Continue with additional related coursing

**Technical Math (Algebra I, Algebra II, Trigonometry – Analytic Geometry – Calculus – etc.)**

A Course Hours _____	B. Outside Hours _____	C. Homework Hours _____	Total _____
A Course Hours _____	B. Outside Hours _____	C. Homework Hours _____	Total _____
A Course Hours _____	B. Outside Hours _____	C. Homework Hours _____	Total _____
A Course Hours _____	B. Outside Hours _____	C. Homework Hours _____	Total _____
A Course Hours _____	B. Outside Hours _____	C. Homework Hours _____	Total _____
A Course Hours _____	B. Outside Hours _____	C. Homework Hours _____	Total _____
A Course Hours _____	B. Outside Hours _____	C. Homework Hours _____	Total _____
A Course Hours _____	B. Outside Hours _____	C. Homework Hours _____	Total _____
A Course Hours _____	B. Outside Hours _____	C. Homework Hours _____	Total _____

Continue with additional related coursing

Communications (English Composition, Report Writing, Speech, Technical Writing)*English I-IV, Literature, etc. (required general subjects do not apply)*

A Course Hours _____	B. Outside Hours _____	C. Homework Hours _____	Total _____
A Course Hours _____	B. Outside Hours _____	C. Homework Hours _____	Total _____
A Course Hours _____	B. Outside Hours _____	C. Homework Hours _____	Total _____
A Course Hours _____	B. Outside Hours _____	C. Homework Hours _____	Total _____
A Course Hours _____	B. Outside Hours _____	C. Homework Hours _____	Total _____
A Course Hours _____	B. Outside Hours _____	C. Homework Hours _____	Total _____
A Course Hours _____	B. Outside Hours _____	C. Homework Hours _____	Total _____
A Course Hours _____	B. Outside Hours _____	C. Homework Hours _____	Total _____
A Course Hours _____	B. Outside Hours _____	C. Homework Hours _____	Total _____

Continue with additional related coursing

**Related General Coursing (Word-processing, Computer, Accounting, Business)**

A Course Hours _____	B. Outside Hours _____	C. Homework Hours _____	Total _____
A Course Hours _____	B. Outside Hours _____	C. Homework Hours _____	Total _____
A Course Hours _____	B. Outside Hours _____	C. Homework Hours _____	Total _____
A Course Hours _____	B. Outside Hours _____	C. Homework Hours _____	Total _____
A Course Hours _____	B. Outside Hours _____	C. Homework Hours _____	Total _____
A Course Hours _____	B. Outside Hours _____	C. Homework Hours _____	Total _____
A Course Hours _____	B. Outside Hours _____	C. Homework Hours _____	Total _____
A Course Hours _____	B. Outside Hours _____	C. Homework Hours _____	Total _____

Continue with additional related coursing

Other Programs not listed above

A Course Hours _____	B. Outside Hours _____	C. Homework Hours _____	Total _____
A Course Hours _____	B. Outside Hours _____	C. Homework Hours _____	Total _____
A Course Hours _____	B. Outside Hours _____	C. Homework Hours _____	Total _____
A Course Hours _____	B. Outside Hours _____	C. Homework Hours _____	Total _____
A Course Hours _____	B. Outside Hours _____	C. Homework Hours _____	Total _____
A Course Hours _____	B. Outside Hours _____	C. Homework Hours _____	Total _____
A Course Hours _____	B. Outside Hours _____	C. Homework Hours _____	Total _____
A Course Hours _____	B. Outside Hours _____	C. Homework Hours _____	Total _____

Continue with additional related coursing

Total Program Hours

(See Curriculum Instruction Pack Section II, Item 3 for required hours)